



## **Job Description Associate Project Manager Corporate Sales Operations**

### **About H&K**

H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia and Asia.

### **Summary**

This is an entry-level project management position with great potential for personal and professional growth. You'll work with Project Managers, Sales Representatives, Customers and various H&K departments to help ensure timely, smooth, and accurate order management.

If you have a passion for maintaining the highest standard of service to internal and external customers, thrive in a team environment, and are one of those people that "gets the job done", then this may be the opportunity you've been looking for.

### **Essential Functions**

- Reviewing quotes and contracts against restaurant drawings
- Entering orders and changes to orders in our AS400 ERP system
- Entering and monitoring engineering design requests for custom items
- Requesting freight quotes from logistics
- Following up with customers to obtain signed documents
- Answering internal and external customer questions regarding orders and resolving any issues
- Ensuring timely receipt of product and releasing sales orders to meet customer requirements
- Gathering and distributing information via phone and email

#### **To be successful you need to bring:**

- Excellent communication skills
- Commitment to internal and external customer service
- Flexibility to provide support wherever it's needed
- Attention to detail
- Strong organization skills
- Great follow-through
- Ability to move between multiple tasks daily
- Hunger to learn and grow

### **Education, Experience, and Knowledge**

- Bachelor of Business Administration or equivalent combination of education and experience preferred
- 3+ years in an office environment preferred
- Computer skills including Microsoft Outlook and Excel are a necessity